

**JOB TITLE:** **BATTALION CHIEF–TRAINING OFFICER**

**DEPARTMENT:** **FIRE DEPARTMENT**

**IMMEDIATE SUPERVISOR:** **DIVISION CHIEF of OPERATIONS**

**DATE APPROVED:** **05/02/2011**

**NATURE OF WORK**

This is a management position responsible for the delivery of emergency response training and education programs for members of the department, other outside agencies, and members of the community. This position participates in the formulation, determination, and implementation of related department policy and possesses effective authority to commit Fire Department resources. The work involves supervision of professional staff, administrating and delivering fire, rescue, ems, hazardous materials, personnel and supervisory practices and principles, and other training subject materials. The work also involves researching and developing training programs and assisting in the development of promotional exams. The incumbent works under the direction of the Division Chief of Operations with general direction from the Assistant Fire Chief and Fire Chief.

**PRE-QUALIFICATIONS FOR APPOINTMENT**

- Must be a current employee of the fire department with a minimum of six years of experience with at least one year experience as a supervisor.
- A minimum of an Associates Degree in Fire Science and Technology, Public Administration or Emergency Management and Administration or related field is preferred; or any equivalent combination of experience and training.
- Must have attained certification as Firefighter I & II, Officer I & II, Hazardous Materials Technician, Inspector I and Instructor I.
- Must possess a valid Arkansas Driver's license without record of suspension or revocation.
- Must pass a Civil Service examination.
- Must pass the department physical agility examination.
- Must pass a required physical examination.
- Must have no felony convictions.
- Must possess ability to work with computer word processors, spreadsheets, databases and other electronic mediums.

**ESSENTIAL JOB FUNCTIONS**

- Implements and administers emergency response training and public education programs based on national, state, and local standards.
- Evaluates training needs of the department based on discussions with supervisors and other members of the department, review of accident reports, observations on emergency scenes, during training and drills, and from National Standards and takes appropriate corrective action when needed.
- Prepares and administers the department's training budget based on needs assessments.

- Prepares and reviews department personnel training reports.
- Coordinates with the Shift Commanders and the Division Chief of Operations to plan, direct, and implement training and drill activities of department members.
- Plans individual training sessions to provide necessary instructional aids, including apparatus, facilities, tools and equipment, instructors, and course curriculum.
- Instructs classes on a variety of fire service topics ranging from the recruit level to advanced officer levels.
- Prepares immediate subordinate personnel annual performance evaluations and provides feedback to subordinates.
- Evaluates immediate subordinate personnel and makes recommendations for improvement.
- Provides assistance and support to community members as related to fire and life safety education issues.
- Assists with development of related policies and procedures.
- Attends staff, Department, shift and any other meetings as is necessary to ensure the success of the Department and City.
- Attends various meetings to represent the department and city.
- Coordinates and schedules training for recertification of SFD personnel pertaining to fire, ems, haz-mat, and technical rescue.
- Generates related statistical reports and presents reports to superiors.
- Manages and directs emergency operations related to emergency responses including but not limited to fire control, ems, hazardous materials incidents, rescue, special operations and other service calls.
- Responds to major alarms and commands emergency activities or assists the incident commander.
- Administers and enforces City, Civil Service, and Department Policies.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.**

## REQUIREMENTS OF WORK

The position requires considerable experience in fire science relating to fire behavior, fire prevention, firefighting principles and practices, haz-mat response, rescue technologies, and EMS operations; in addition to having education and experience of generally accepted teaching and educational principles and practices at a supervisory level, which provide the following skills, knowledge and abilities.

- Thorough knowledge of all emergency techniques and procedures authorized by the SFD or other nationally recognized good practice.
- Thorough knowledge of all policies, rules and regulations, and S.O.G.s of the City, Civil Service Commission, and Fire Department.
- Thorough knowledge of the uses, operations, maintenance requirements, and locations of fire fighting, ems, rescue, haz-mat, special operations, and other emergency equipment tools and apparatus used by the department.
- Thorough working knowledge of fire chemistry, building construction, fire and building codes, inspection principles and practices, emergency operations, ems care and operations, administration and public management and the ability to apply this knowledge to specific situations.

- Thorough working knowledge of apparatus and equipment operations including placement and utilization of at emergency scenes and the safe utilization of personnel during emergency and non-emergency events.
- Thorough knowledge of the Incident Command System and the ability to apply it in emergency events.
- Thorough knowledge of the physical layout of the city, streets and addressing system, major buildings, target hazards, water supply systems, and hydrants.
- Thorough knowledge of all forms and reports required to be completed by department personnel.
- Ability to communicate effectively verbally and in writing with diverse groups within the department, city, community and beyond.
- Ability to recognize and identify issues that need to be addressed and to take appropriate corrective action or make needed recommendations to the Fire Chief.
- Knowledge of community relations and public education needs.
- Ability to interact effectively with citizens, community leaders, city administration personnel, department supervisors, and subordinates at all levels.
- Ability and skills to manipulate computers and software and to develop detailed reports, programs, and other documents.
- Ability to interpret complex and technical data and information and educate others of such information.
- Ability to resolve conflict at the lowest possible level.
- Ability and skills necessary to operate computer software and develop advanced reports and documents.
- Ability to maintain Arkansas state EMT certification.
- Ability to maintain personal physical fitness consistent with department standards.